"Build Your Own" Airport Shuttle Form

The "Build Your Own" airport shuttle concept places control of airport transfer in the students' hands, allowing them to better tailor their travel plans and possibly save money. The OIE will reserve a requested shuttle after receiving the completed form and payment.

Guidelines

- Students will form a group unless they're wanting a ride for just one person—it is the students' job to find passengers, and they should feel free to use the [Airport Shuttle WhatsApp group](#) or other social media as desired.
- For a round trip, you must submit 2 forms, one for going to the airport, one for coming back to ESU.
- The number of passengers for each vehicle is with moderate size luggage (for a week-long trip, for example). If most of the passengers have more than 2 checked luggage, select the next larger size vehicle to fit everyone's luggage.
- For STEP 2 Flight time, enter the flight departure times for each passenger on the shuttle going to the airport. For a shuttle back to Emporia, enter the flight arrival times. The shuttle service needs to know each passenger's flight itinerary.

STEP 1: Choose a vehicle
☐ Car, maximum 3 passengers, $396
☐ SUV, maximum 5 passengers, $486
☐ Van, maximum 10 passengers, $540
☐ Small bus, maximum 14 passengers, $594
☐ Medium bus, maximum 22 passengers, $702
☐ Large bus, maximum 27 passengers, $792

STEP 2: List passengers. Pick two leaders (point people) and write their information in red.

Name (First, Last)	E Number	ESU Email Address	U.S. phone number (if any)	Flight number	Flight time (24-hour clock)
E.g.) Peter Parker	E0000000	spidey@g.emporia.edu	000-000-0000	UA220	15:32

STEP 3: Calculate the cost per person

$	÷		=	$

Cost of vehicle of your choice   /   Number of passengers   = Cost per person

STEP 4: Choose a pickup location

☐ In front of Plumb Hall

☐ In front of Schallenkamp Hall

☐ In front of Towers Complex

☐ In front of Singular/Trusler Hall

☐ Morse Hall 20-minute loading zone

☐ Kansas City International Airport

STEP 5: Choose a drop off location

☐ In front of Plumb Hall

☐ In front of Schallenkamp Hall

☐ In front of Towers Complex

☐ In front of Singular/Trusler Hall

☐ Morse Hall 20-minute loading zone

☐ Kansas City International Airport

STEP 6: Pickup date and time

REMINDER: Kansas City International Airport is 2 hours away from Emporia. It is recommended that you arrive at the airport at least 2 hours (for any flight) before the departure time. So, for example, if your flight is at 8:00am, you should leave Emporia at 4:00am at the latest.

Pick up date (MM/DD/YYYY:):

Pick up time (24-hour clock):

Next steps

1. When the form is completed, one of the leaders emails the form to oisa@emporia.edu by the deadline.
2. The OIE will first review your form.
   o If there are problems, follow the OIE's feedback, make corrections, and resubmit the form.
   o If there are no problems, then the leaders will receive an email from the OIE asking for payment. You may either collect money from all passengers on your own and bring it to the OIE in one payment or come and pay individually.
   o Students must ensure payment is made to the OIE.
3. After the OIE receives the full payment, a requested vehicle will be reserved, and the leaders will receive a final confirmation email. **Until you receive the final confirmation email, your reservation is not complete.**